

REQUEST FOR FUNDING ANNOUNCEMENT

FOR

Projects for Assistance in Transition from Homelessness (PATH) Program

RFF 2013-07

PURPOSE

This is a Request for Funding (RFF) announcement issued by the Indiana Family and Social Services Administration, Division of Mental Health and Addiction (DMHA). DMHA funds homeless outreach teams at select Community Mental Health Centers (CMHCs). These teams are responsible for outreach to homeless individuals who are either mentally ill, or mentally ill and substance abusers with the intention of referring them to treatment, housing, and other needed supports. A statewide competition for this funding is held approximately every four (4) years. This is an announcement of that statewide request for funding.

SCOPE OF PROJECT

As authorized under Section 521 et seq. of the Public Health Service (PHS) Act, the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) makes funds available for Projects for Assistance in Transition from Homelessness (PATH) grants. The PATH program provides States and Territories with funds for flexible community-based services for persons with serious mental illnesses who are homeless or at imminent risk of becoming homeless. The appropriate section of the Public Health Service Act can be found in Attachment C of this announcement. Further information on PATH is available at the SAMHSA website <http://pathprogram.samhsa.gov/>. Applicants are encouraged to visit that site as they prepare the application.

DMHA is the state agency that receives funds from the PATH grant. This grant enables DMHA to fund homeless outreach teams at various CMHCs around the state. SAMHSA is encouraging regular competitive applications for the teams and a recommendation of a recent monitoring visit supported and reiterated that encouragement.

COMPENSATION

DMHA is interested in funding several homeless outreach teams in various locations around the state. The PATH award to Indiana for 2013 was \$966,000. A similar amount is expected for 2014, but remains unknown at this time. **This announcement is a request for funding proposals and is not to be construed as an offer to fund. The funding of the teams will be**

limited by the amount of the state PATH award. Negotiations on the budget may take place in order for the selection team to make full and best use of the PATH award.

At this time DMHA funds twelve PATH teams, and those teams will be part of this competition for funds. There is no minimum or maximum funding required for the teams. The total number of grants awarded will depend on the total number of applicants and scope of each project. There is a match requirement of \$1 of non-federal match for every \$3 of PATH funds.

TERMS

Due to the PATH funds being awarded on the federal fiscal year, contracts for the PATH teams will begin in October 2014 and will end on September 30, 2015. Contracts may be renewed up to three years.

QUESTIONS

Any questions regarding this RFF must be submitted in **electronic format** to Jennifer.Phillips@fssa.in.gov no later than 5:00 PM Eastern Standard Time on **January 20, 2014**. Questions received after 5:00 PM may not be considered. Please keep questions brief and of high priority. All questions and responses will be emailed to the email lists that this RFF was originally distributed to and will be posted on the DMHA web site on **February 4, 2014**.

All inquiries are only to be sent to the email address above and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.

TIMELINE

Proposal due date: February 24, 2014

Proposal reviews: February-March 2014

Final selection: March 2014

PROPOSAL SUBMISSION

Respondents interested in providing these services to FSSA/DMHA should submit proposals in the following manner in electronic format to:

Email Address: Jennifer.Phillips@fssa.in.gov

Proposals, electronic, must be received no later than 5:00 PM Eastern Time on **February 24, 2014**. Proposals received after 5:00 PM will not be considered. Proposals must be delivered in electronic format with all appropriate forms and the subject heading of the electronic mail should state: **"PATH RFF 2013-07 Proposal"**.

APPLICATION CRITERIA

Successful applicants will:

- Respond to all the items listed in the Intended Use Plan. Applicants should follow the Intended Use Plan instructions in Attachment B. In describing services, (section 522 b. of the PHS Act list of allowable services), describe only those that will be provided by the PATH team, not by the agency.
- Describe the agency's intended outreach efforts to the homeless
- Demonstrate a need for homeless outreach in the area to be covered by the homeless outreach team
- List and describe present relationships with local homeless providers, agencies, etc...
- Describe the agency's participation in the local Continuum of Care planning
- Describe the agency's ability to link to mental health, addictions treatment, physical health, housing, and other key services needed by the homeless
- Describe the agency's ability to use the Homeless Management Information System (HMIS) in the collection of data. HMIS is an electronic data system created by the Department of Housing and Urban Development and used to track program data. Agencies not familiar with HMIS may contact the Indiana Housing and Community Development Authority at 317-232-7777 for more information on the system.
- Submit a budget using the sample format and instructions provided (Attachment A) and include a clear explanation of how funds will be used.
- Describe the agency's focus on the homeless
- Describe how the homeless outreach team will focus on the chronically homeless, with a focus on street outreach
- Describe the agency's current involvement with SSI/SSDI Outreach, Access, and Recovery (SOAR) training and use of SOAR in completing SSI/SSDI applications. Provide assurances that the agency will work with DMHA and the community to increase the use of SOAR. Use of SOAR may include training staff or community persons, completing applications utilizing SOAR, and tracking applications completed using SOAR. To learn more about SOAR, visit <http://soarworks.prainc.com/>.
- Provide assurances the agency will participate in the annual PATH data submission
- Provide assurances the PATH staff will be available for statewide meetings
- Project the total number of homeless the team will contact in a year
- Project the number of chronically homeless the team will contact in a year
- Project the number of individuals that will be enrolled via outreach
- Project the number of enrolled that will be referred to treatment and to housing
- Provide letters of support or Memoranda of Understanding with collaborating shelters or other community partners as appropriate

NOTE: Of the services listed in Section 522(b), the agency need only identify and describe those that will be provided by the agency's proposed PATH team. The PATH teams do not have to provide all of the listed services. If the agency will be referring those services or otherwise arranging for the provision of those services to be provided elsewhere, a brief description of that is to be included; see 522(c). The Intended Use Plan, the budget and the budget narrative will become part of the state application to be submitted for 2014 funding.

A team of DMHA staff not presently associated with the PATH grant along with three individuals not employed by DMHA will evaluate and select the teams to be funded.

SELECTION PROCESS

Proposals will be reviewed and scored by a committee selected by DMHA director or designee. Each proposal will be read by two or more reviewers, and each reviewer will make recommendations on whether the applicant should be awarded. Final selection of the grant awards, however, will be made by the Division Director or designee. The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated based on the criteria and components of PATH listed in the Application Criteria section and other sections of this RFF.
2. Based on the results of the evaluation, the proposals determined to be most advantageous to the target population, taking into account all of the evaluation factors, may be selected by the State for further action.

ATTACHMENT A

Budget Format

	PATH	Match	Total
PATH Manager (1 FTE)	\$20,000	\$8,000	\$28,000
Outreach Worker (.5 FTE)	\$12,000	\$1,000	\$13,000
Supervisor (.15 FTE)	\$10,000		\$10,000
Fringe benefits (a)	\$18,600		\$18,600
Utilities (b)		\$1,200	\$1,200
Telecommunications (c)	\$1,200	\$1,200	\$2,400
Mileage	\$1,000	\$700	\$1,700
Training and conferences (d)		\$1,800	\$1,800
Other program costs (e)		\$5,000	\$5,000
Client assistance fund (f)		\$2,000	\$2,000
Administrative costs (g)		\$3,700	\$3,700
Total	\$62,800	\$24,600	\$87,400

- a) Benefit packages and taxes for each FTE
- b) Cost allocated by FTE
- c) Cell phones for PATH workers in the field
- d) Allocation for PATH staff to attend training/conference
- e) Costs allocated for various center expenses such as electronic medical records
- f) Fund for one-time rental assistance and deposits
- g) Accounting, payroll, etc...

The budget above is listed as a guide and not indicative of any set or recommended request or funding level either minimum or maximum. The applicant is to show a match amount that is at least 25% (one dollar of match for every three of PATH funds) and the match amounts are to be comprised of non-federal funds. The match funds are to be available at the start of the grant year. All fiscal and program matters are covered in the Public Health Service Act, Part C.

ATTACHMENT B

Intended Use Plan Information

This information is taken from the Substance Abuse and Mental Health Services Administration *State PATH Contacts Welcome Manual*. Applications should include information on the following items:

- A. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.
- B. Indicate the amount of Federal PATH funds the organization will receive.
- C. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:
 - the projected number of clients who will receive PATH-funded services in the upcoming fiscal year. Indicate what percentage of clients served with PATH funds are projected to be "literally" homeless, e.g., living outdoors or in an emergency shelter, rather than at imminent risk of homelessness (see Attachment B Service Definitions);
 - list services to be provided, using PATH funds;
 - community organizations that provide key services (e.g., primary health, mental health, substance abuse, housing, employment) to PATH eligible clients and describe the coordination with those organizations;
 - gaps in current service systems;
 - services available for clients who have both a serious mental illness and substance use disorder;
 - strategies for making suitable housing available to PATH clients (e.g., indicate the type of housing usually provided and the name of the agency that provides such housing).
- D. Describe the participation of PATH local providers in the HUD Continuum of Care and any other local planning, coordinating or assessment activities.
- E. Describe: (a) the demographics of the client population; (b) the demographics of the staff serving the clients; (c) how staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clients; and (d) the extent to which staff receive periodic training in cultural competence.
- F. Describe how persons who are homeless and have serious mental illnesses and any family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. Also, are persons who are PATH-eligible employed as staff or as volunteers? Do persons who are PATH-eligible serve on governing or formal advisory boards?

ATTACHMENT C

Public Health Service Act

Section 522(a). Amounts received under the PATH Formula Grant Program will be expended solely for making grants to political subdivisions of the State, and to nonprofit private entities for the purpose of providing the services specified in Section 522(b) to individuals who

1. (a) are suffering from serious mental illness; or (b) are suffering from serious mental illness and have a substance use disorders; and
2. are homeless or at imminent risk of becoming homeless.

Section 522(b). Entities receiving grants under the PATH Formula Grant Program will expend funds for the following services:

1. outreach;
2. screening and diagnostic treatment;
3. habilitation and rehabilitation;
4. community mental health;
5. alcohol or drug treatment;
6. staff training, including the training of individuals who work in shelters, mental health clinics, substance abuse programs, and other sites where homeless individuals require services;
7. case management services, including
 - a) preparing a plan for the provision of community mental health services to the eligible homeless individual involved, and reviewing such plan not less than once every 3 months;
 - b) providing assistance in obtaining and coordinating social and maintenance services for the eligible homeless individuals, including services relating to daily living activities, personal financial planning, transportation services, and habilitation and rehabilitation services, prevocational and vocational services, and housing
 - c) providing assistance to the eligible homeless individual in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits;
 - d) referring the eligible homeless individual for such other services as may be appropriate; and
 - e) providing representative payee services in accordance with Section 1631(a)(2) of the Social Security Act if the eligible homeless individual is receiving aid under Title XVI of such act and if the applicant is designated by the Secretary to provide such services.
8. supportive and supervisory services in residential settings;
9. referrals for primary health services, job training, education services and relevant housing services;

10. housing services [subject to Section 522(h)(1)] including
 - a) minor renovation, expansion, and repair of housing;
 - b) planning of housing;
 - c) technical assistance in applying for housing assistance;
 - d) improving the coordination of housing services;
 - e) security deposits;
 - f) the costs associated with matching eligible homeless individuals with appropriate housing situations; and
 - g) 1-time rental payments to prevent eviction.
11. other appropriate services, as determined by the Secretary.

Section 522(c). The State will make grants pursuant to Section 522(a) only to entities that have the capacity to provide, directly or through arrangements, the services specified in Section 522(b), including coordinating the provision of services in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from a substance abuse disorder.

Section 522(d). In making grants to entities pursuant to Section 522(a), the State will give special consideration to entities with a demonstrated effectiveness in serving homeless veterans.

Section 522(e). The State agrees that grants pursuant to Section 522(a) will not be made to any entity that

1. has a policy of excluding individuals from mental health services due to the existence or suspicion of a substance abuse disorder; or
2. has a policy of excluding individuals from substance abuse services due to the existence or suspicion of mental illness.

Section 522(f). Not more than 4 percent of the payments received under the PATH Formula Grant Program will be expended for administrative expenses regarding the payments.

Section 522(g). The State will maintain State expenditures for services specified in Section 522(b) at a level that is not less than the average level of such expenditures maintained by the State for the 2-year period preceding the fiscal year for which the State is applying to receive such payments.

Section 522(h). The State agrees that

1. not more than 20 percent of the payments will be expended for housing services under Section 522(b)(10); and
2. the payments will not be expended
 - a) to support emergency shelters or construction of housing facilities;
 - b) for inpatient psychiatric treatment costs or inpatient substance abuse treatment costs; or
 - c) to make cash payments to intended recipients of mental health or

substance abuse services.

Section 523(a). The State will make available, directly or through donations from public or private entities, non-Federal contributions toward such costs in an amount that is not less than \$1 for each \$3 of Federal funds provided in such payments. The amount of non-Federal contributions shall be determined in accordance with Section 523(b).

Section 523(c). The State will not require the entities to which grants are provided pursuant to Section 522(a) to provide non-Federal contributions in excess of the non-Federal contributions described in Section 523(a).

ATTACHMENT D

Definitions

Chronically Homeless: The term “chronically homeless” means, with respect to an individual or family, that the individual or family—

- (i) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;
- (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and
- (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

Homeless individual: individuals who: 1) May live on the street, in cars, or in abandoned structures or public places; 2) Are housed in emergency shelters and other places not considered home; 3) Are living with friends or relatives in crowded, unhappy, and stressful circumstances; 4) Are living in deteriorated, unsafe housing, often lacking utilities; or 5) Are involved in support programs without which they would be at risk of homelessness. Some of these individuals may be "chronic" street people while some are on the streets on an episodic basis.

Imminent risk: those that are living doubled up with family or friends; in arrears in rent and/or utility payments; have received an eviction notice; or living in transitional or temporary housing.

Serious Mental Illness: An adult who is seriously mentally ill is an individual who meets the following requirements:

- (1) The individual is eighteen (18) years of age or older.
- (2) The individual has a mental illness diagnosis under the Diagnostic and Statistical Manual of Mental Disorders, 4th edition, published by the American Psychiatric Association (DSM IV).
- (3) The individual experiences significant functional impairment in two (2) of the following areas:
 - (A) Activities of daily living.
 - (B) Interpersonal functioning.
 - (C) Concentration, persistence, and pace.
 - (D) Adaptation to change.
- (4) The duration of the mental illness has been, or is expected to be, in excess of twelve (12) months. However, adults who have experienced a situational trauma do not have to meet the duration requirement.

Co-occurring: A) The individual has a mental illness diagnosis under DSM-IV in the following categories: 303.xx to 305.xx (except 305.10 or 305.90) or 291.xx or 292.xx and

- (B) The individual has a Substance-Related Disorder in DSM-IV of 295.xx to 298.xx

(C) The individual experiences significant functional impairments in two (2) of the following areas:

- (i) Activities of daily living.
- (ii) Interpersonal functioning.
- (iii) Ability to live without recurrent use of chemicals.
- (iv) Psychological functioning.

(D) The duration of the addiction has been in excess of twelve (12) months. However, individuals who have experienced amnesic episodes (blackouts), or have experienced convulsions or other serious medical consequences of withdrawal from a chemical of abuse, or who display significant dangerousness as a result of chemical use, do not have to meet the durational requirement; and

(E) The duration of the mental illness has been, or is expected to be, in excess of twelve (12) months. However, adults who have experienced a situational trauma do not have to meet the durational requirement of this clause; and

(F) In the professional opinion, of the clinical staff of the CMHC, the person is considered to be both seriously mentally ill and chronically addicted.